



Montgomery County Maryland Departments of General Services and Economic Development

Invite You to Attend an Office Supply Vendor Forum

Who should attend?

The forum is open to Montgomery County MD based office supply vendors, as well as office supply companies seeking sub-contracting opportunities.

Space is limited so priority registration will go to companies registered with the County's Local Small Business Reserve Program (LSBRP). If you are not currently registered with the LSBRP, you may do so by logging onto

www.montgomerycountymd.gov/LSBRP

Select commodity code: **Office Supply 61500**

When: Monday, August 24, 2009
9:30 a.m. to 11:30 a.m.

Where: Germantown Innovation Center
(Montgomery College Building)
20271 Goldenrod Lane, 2nd floor
Germantown, Maryland 20876



What you need to know:

Montgomery County intends to issue a LSBRP solicitation for office supplies. In order to prepare local businesses for this opportunity, the County is sponsoring this informational forum to discuss the solicitation process and obtain input from businesses. The agenda for the forum will include a discussion on:

1. The Solicitation Process
2. The Implementation Plan
3. Time Table
4. Insurance and Bonding
5. Requirements
6. Artificial Barriers
7. Questions and Answers

In order to participate in this forum you must **RSVP** prior to August 17, 2009. If you plan to attend the forum, please email the contact name, title, business name, address and Montgomery County vendor ID# to: OBRC@montgomerycountymd.gov No phone calls, please.